

PUBLIC WORKS SPECIFICATIONS WORKBOOK

September 2009

Port Construction and Development Priority Program and Statewide Flood Control Program

Louisiana Department of Transportation & Development
Office of Public Works and Intermodal Transportation
8900 Jimmy Wedell Dr.
Baton Rouge, La. 70807

Introduction

This workbook provides guidance to the engineer in preparing the specifications and contract documents for a project funded in part by the Statewide Flood Control Program or the Port Construction and Development Priority Program. It is intended to be used in conjunction with the "Louisiana Standard Specifications for Roads and Bridges" and the "Port Priority Program and Statewide Flood Control Program Procedures Manuals", latest editions.

In most cases the materials, construction methods and items of work can be used as stated in the Standard Specifications or as modified by Special and/or Supplemental Specifications. In certain cases construction methods, materials and items of work may have to be stated in Technical Specifications prepared by the engineer.

Additional copies of this workbook may be obtained at the Department of Transportation and Development, 8900 Jimmy Wedell Dr., Baton Rouge, Louisiana, 70807 or calling 225-274-4337 or by e-mail to "randall.withers@la.gov".

Table of Content

Introduction.....1

Proposal and Contract Documents.....5

 Proposal.....5

 Contract Documents.....5

General Provisions7

Special Provisions9

Supplemental Specifications11

Technical Specifications13

Appendixes15

 Appendix A. Forms.....15

 Appendix B. Schedule of Pay Items17

Proposal and Contract Documents

The proposal shall consist of the following:

1. Proposal Title Sheet
2. Table of Contents
3. Louisiana Uniform Public Work Bid Form
4. Corporate Resolution Authorizing Signing of Bid (If someone other than corporate officer signs for the Bidder/Contractor)
5. Notice to Contractors
6. Instruction to Bidders
7. General Provisions
8. Special Provisions
 - General Bidding Requirements
 - Additional Special Provisions
 - Contract Time
9. Supplemental Specifications
 - Statewide Flood Control Program or Port Construction and Development Priority Program
10. Technical Specifications

The contract documents shall consist of the plans and the following:

1. Construction Proposal (Items 1-10 listed above and items 2-6 listed below bound together)
2. Contract
3. Payment and Performance Bond (with Power of Attorney)
4. Non Collusion Declaration (The successful bidder will be required to submit a Non Collusion Declaration with the contract)
5. Request to Sublet
6. Certificate of Insurance

General Provisions

The General Provisions consist of the following:

1. Definitions and Terms
2. Proposal Preparation & Bidding Requirements
3. Award of Contract
4. Contract Documents
5. Control of Work
6. Control of Materials
7. Legal Relations and Responsibility to the Public
8. Prosecution and Progress
9. Warranty and Guarantee
10. Measurement and Payment

A copy of said General Provisions is in Appendix A.

Special Provisions

Special Provisions are additions and revisions to the plans, technical specifications, supplemental specifications and standard specifications covering conditions applicable to the project.

All construction proposals shall begin the Special Provisions section with "General Bidding Requirements" and end with "Contract Time". Other Special Provisions shall be inserted in between the first and last.

Supplemental Specifications

Supplemental Specifications are additions and revisions to the standard specifications covering conditions applicable to the project.

The Public Works Priority Programs Supplemental Specification shall be included in the proposal. A copy of said supplemental specification is in Appendix A.

Technical Specifications

Technical Specifications will be prepared by the Engineer when in his opinion the construction methods, materials, and/or items of work cannot be adequately specified using the Standard Specifications, Standard Supplement Specifications and/or Special Provisions and/or the work cannot be adequately paid for using the Standard Specification Schedule of Pay Items listed in Appendix B.

The general format for Technical Specifications will be as follows:

1. Description of Work
2. Construction Methods
3. Materials
4. Measurement and Payment

All special items of work covered by the Technical Specifications will be identified in the Schedule of Bid Items with the letter "S", for example "S-001".

Appendixes

Appendix A, Forms

The following forms are provided as separate documents:

Proposal Title Sheet (Port Priority Program)

Proposal Title Sheet (Statewide Flood Control Program)

Louisiana Uniform Public Work Bid Form

Non Collusion Declaration

Notice to Contractors

Instructions to Bidders

Corporate Resolution

General Provisions

Special Provisions

General Bidding Requirements

Contract Time

Supplemental Specifications – Public Works Priority Programs

Technical Specifications

Channel Excavation

Structural Excavation

Embankment

Contract

Payment Bond

Performance Bond

Request to Sublet

Appendix B, Schedule of Pay Items

The Schedule of Pay Items for the 2006 Standard Specifications, consisting of 57 sheets, may be downloaded from our web site, “<http://www.dotd.la.gov/doclist.asp?ID=67>”.